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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2004  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMO #9**

**TO:** Family Day Care Home Sponsors

**FROM:** Cheryl Schubel, Acting Supervisor  
Child and Adult Care Food Program

**DATE:** May 19, 2004

**SUBJECT: FY 2005 Home Application and Agreement**

Attached are copies of the Fiscal Year 2005 Home Application (SM 4200-H) form and Provider/Sponsoring Organization Agreement. These documents are also being sent via e-mail.

Please carefully review the terms of the agreement with all providers. Beginning with Fiscal Year 2005 the Provider/Sponsor Agreement is permanent and requires written notice to be terminated.

Providers are allowed to change sponsors at the end of the fiscal year if there is a valid reason for the change. Providers must notify their sponsor in writing that they wish to transfer to another sponsor no later than September 5 each fiscal year.

**Before printing** the agreement add your date to the two blank lines in item 22, "Send all required.....after that date."

If you have any questions, please contact Connie Kraft or Rosemary Suardini at (517) 373-7391.

Attachment (2)

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